



## Utah Department of Transportation

### SAFE ROUTES TO SCHOOL PROGRAM Application Guidelines

In August 2005, federal legislation was passed which authorizes the Utah Department of Transportation (UDOT) to make Safe Routes to School, or SR2S, grants available for bicycle and pedestrian safety and traffic calming measures in the vicinity of schools (Section 1404, P.L. 109-59).



The federal SR2S program was established under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This law describes the purpose of the program as follows:

- (1) to enable and encourage children, including those with disabilities, to walk and bicycle to school;
- (2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and,
- (3) to facilitate the planning, development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

The federal program employs a multi-faceted approach that addresses both infrastructure and non-infrastructure needs to achieve the program goals.

This document describes how UDOT will administer the Program. This document provides information regarding eligible recipients of funding, the availability of funds, and the project selection process.

Before applying for these funds, please note that the organizations applying for these funds must comply with the provisions in United States Code title 23 and 49 CFR Part 18. This is the U.S. DOT's regulations that implement the government-wide Common Rule for grants and cooperative agreements to State and local governments.

## Program Components

The program seeks to encourage students who live within one and one half mile of their school to walk or bicycle both to and from school. In addition, students with ambulatory impairments are encouraged to travel to and from school using an assistive technology device, such as a wheelchair or scooter. SR2S efforts should incorporate the "5 E's" which are **Engineering, Education, Enforcement, Encouragement, and Evaluation**. A general description of the components that make up the "5 E's" is provided below.

**Engineering** - Creating improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer crossings, walkways, trails, and bikeways.

**Education** - Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, educating students and their parents on Utah's pedestrian and bicycle laws, and launching driver safety campaigns within one-mile of schools.

**Enforcement** - Partnering with local law enforcement to ensure traffic laws are obeyed within two miles of schools and initiating community enforcement.

**Encouragement** - Using events and activities to promote walking and bicycling.

**Evaluation** - Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

## Eligibility

**Eligible Participants** - Any public elementary, middle school, junior high, or public charter school, or school district serving children in grades kindergarten through eighth grade, recognized by the Department of Education, may participate in the SR2S project. In addition, an organization, such as state, regional, or local agencies, including nonprofit organizations; may act on behalf of the participating school. An organization may receive funding to implement part of a SR2S project as long as the organization is able to demonstrate that the funding request supports a comprehensive SR2S plan which incorporates that school's Student Neighborhood Access Program (SNAP) plan.

**Student Neighborhood Access Program (SNAP)** - A SNAP Plan consists of a map and a text description outlining the safest routes for students to travel to and from school. It should be the result of a planning effort by the school community council to maximize the safety of students traveling to and from school. The goal of a SNAP Plan is to minimize the number of road crossings and exposure to transportation hazards. UDOT is confident in this program's potential to help reduce, and hopefully eliminate, vehicular accidents involving children pedestrians near and on school property. Additionally, without a well-developed SNAP Plan in place, UDOT and local jurisdictions are unable to make infrastructure changes (signs, road markings, etc.) that could make traveling to school safer for our children.



UDOT has developed a SNAP Resource Guide and SNAP software program, to assist in the creation and implementation of each school's SNAP Plan. The Guide explains the key components of the state requirements and provides the information and instructions needed to develop and implement a SNAP Plan. Applicants may obtain these resources online at [www.udot.utah.gov/sr2s](http://www.udot.utah.gov/sr2s).

## Program Funding and Eligible Costs

**Program Funding** - Utah is expected to receive approximately \$1 million dollars in federal monies each year for five federal fiscal years (ending September 2010) to administer the SR2S program. While the majority of these funds will be expended towards infrastructure (capital) projects, a minimum of ten percent will be dedicated to non-infrastructure projects. No matching funds from the participants are required. UDOT will provide and fund engineering for infrastructure projects separately from the funds awarded.

**Eligible Costs** - No project or activity will be eligible for funding unless it supports and is coordinated with the school's SNAP plan. Award limits on funding of \$250,000 for infrastructure and \$75,000 for non-infrastructure projects annually have been set to maximize the number of participants in the SR2S program. UDOT shall implement an evaluation process administered by the Utah SR2S coordinator.

**Infrastructure Projects** - SAFETEA-LU dictates that at least seventy percent of the annual funding be used for infrastructure, or capital, improvements. Infrastructure projects should directly support increased safety and convenience for school children to bicycle and/or walk to and from school. Project limits must be within 1 1/2 miles (the busing boundary) of the participating school. As previously mentioned, UDOT will provide and pay for all engineering and design services.

Below is a list of potential infrastructure projects in Utah. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they meet the objectives of improving pedestrian and bicycle safety and access.

- **Sidewalk improvements:** new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps.
- **Traffic calming and speed reduction improvements:** roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits.

- **Pedestrian and bicycle crossing improvements:** crossings, median refuges, raised crossings, raised intersections, traffic control devices, and sight distance improvements.
- **On-street bicycle facilities:** new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, traffic signs, and pavement markings.
- **Off-street bicycle and pedestrian facilities:** exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway.
- **Secure bicycle parking facilities:** bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters.
- **Traffic diversion improvements:** separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school.

Infrastructure projects that are not completed within 24-months from the date on an executed agreement will be cancelled, and the sponsor may be required to return any funds expended on the project.

**Non-Infrastructure Projects** - Up to thirty percent of Utah's annual funding will be used for non-infrastructure costs which meet the purposes of the SNAP and which encourage walking and bicycling to school. Below are potential non-infrastructure projects in Utah. This list is not intended to be comprehensive.

- **Public awareness campaigns:** outreach to press and community leaders; creation and reproduction of promotional and educational materials; costs for data gathering, analysis, and evaluation reporting at the local project level.
- **Traffic education and enforcement in the vicinity of schools:** costs for additional law enforcement or equipment needed for enforcement activities. These funds cannot be used to pay crossing guard salaries.
- **Student sessions:** on bicycle and pedestrian safety, health, and environment; training, including SR2S training workshops that target school- and community-level audiences.
- **Incentives for SR2S contests:** incentives that encourage more walking and bicycling over time; safety and educational tokens that also advertise the program.
- **Training and assistance:** funding for training, volunteers, and managers of safe routes to school programs; training, including SR2S training workshops; equipment and training needed for establishing crossing guard programs however, these funds cannot be used to pay crossing guard salaries; stipends for parent or staff coordinators; costs to employ a SR2S Program Manager, which is a person that runs a SR2S program for an entire city, county, or some other area-wide division that includes numerous schools; costs to engage the services of a consultant (either non-profit or for-profit) to manage a SR2S program.

## Project Selection, Timetable and Award

The following factors will be used to rate submitted proposals: (1) completion of a SNAP plan; (2) demonstrated needs of the applicant; (3) potential for reducing child injuries and fatalities; and, (4) potential of the proposal for encouraging increased walking and bicycling among students.

**Proposals are due February 15th of each year and projects will be awarded by March 31st. Please submit 10 copies of your application.** Prioritization of proposals will be based on a rating system and scale designed by UDOT and approved by FHWA. The SR2S coordinator and an appointed selection committee will make the project selection. Construction for infrastructure projects will be about one year after selection.

UDOT Division of Traffic and Safety welcomes all inquiries. The State SR2S Coordinator is available to provide information, answer questions, participate in meetings, and assist potential SR2S participants in initiating a SR2S project. Please direct any questions or comments to Cherissa Wood at [cwood@utah.gov](mailto:cwood@utah.gov), (801) 965-4486, Division of Traffic and Safety, Utah Department of Transportation.



Project Number: \_\_\_\_\_  
(For UDOT use only)

Date Received: \_\_\_\_\_

(For UDOT use only)



## Utah Department of Transportation SAFE ROUTES TO SCHOOL PROGRAM Application

**Read instructions carefully.** Please submit 10 copies of your application. Text lines and check boxes can be edited in the file and saved to a new name. All relevant sections of this application must be completed for the application to be considered for funding by UDOT. For instructions and assistance in filling out this application, please contact: Cherissa Wood at [cwood@utah.gov](mailto:cwood@utah.gov), (801) 965-4486, Division of Traffic and Safety, Utah Department of Transportation. Required items are marked with an asterisk (\*).

### SECTION A: General Information

#### A1 Project Sponsor \*

☐ Check if Applicant is a Political Subdivision (State, County, City, or Town) \*

Political Subdivision Name \* \_\_\_\_\_

or, ☐ Check if Applicant is a Non-profit \*

Organization Name \* \_\_\_\_\_

or, ☐ Check if Applicant is a School, School Corporation or School District \*

List all schools (K-8) directly benefiting from the proposed project:

School Name	School District	City	County	Current Gold Medal School Level earned (not required)

#### A2 Contact Person \* (Individual familiar with the project and who can answer questions.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

#### A3 Project Name \* \_\_\_\_\_

#### A4 Brief Description of Proposed Project (25 words or fewer) \*

(Provide a Detailed Description of Proposed Project in Section C.)

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**A5 Location of Project** \* Also, attach SNAP map showing location of the school(s) and their proposed improvements.

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**A6a Non-Infrastructure Activity Cost Estimate – Maximum amount \$75,000 per year**

SR2S Plan Development	1. \$ _____
Encouragement Activities	2. \$ _____
Outreach Activities	3. \$ _____
Education Materials (e.g. brochures, videos, training materials)	4. \$ _____
Parent or Teacher Training	5. \$ _____
Student Training	6. \$ _____
Traffic Enforcement Activities	7. \$ _____
<b>Funds Requested</b> (Add Lines 1 through 7)	8. \$ _____

**A6b Infrastructure Project Cost Estimate – Maximum amount \$250,000 per year**

<u>Design Engineering, Environmental Documentation</u>	
Environmental Evaluation (UDOT will provide)	9. \$ <u>UDOT</u>
Design Engineering (UDOT will provide)	10. \$ <u>UDOT</u>
Right of Way/Land Acquisition (if applicable)	11. \$ _____
<u>Construction</u>	
Construction	12. \$ _____
Construction Engineering (UDOT will provide)	13. \$ <u>UDOT</u>
<b>Funds Requested</b> (Add Lines 9 through 13)	14. \$ _____

Note: Section C of this form also requires further details on construction costs. The amount shown for "Construction" (Line 12) on the above estimate should match the total construction costs in Section C, or an explanation must be given for the discrepancy. UDOT suggests that estimates be conservatively high due to increased construction costs, federal regulations for construction and other potential unknowns.

**A6c Name of entity assisting with cost estimates, contact person and phone number:**

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**A6d Voluntary Contributions Estimate** (if applicable)

Note: All voluntary contributions must be documented. Applicants may not donate contributions to themselves. An applicant may not perform project related services (e.g. design engineering) or use materials owned by the applicant and consider this an in-kind contribution. These types of services or materials must be donated from a source other than the applicant.

Cash Contributions (if applicable)	15. \$ _____
Real Property Contributions (if applicable)	16. \$ _____
Describe: _____	
Other Contributions (if applicable)	17. \$ _____
Describe: _____	
<b>Total Voluntary Contributions</b> (Add Lines 15 through 17)	18. \$ _____

**A7 Total Value of Project**

(Add lines 8, 14, and 18) 19. \$ \_\_\_\_\_

## SECTION B: Application Sponsor(s) \*

For those parties applying for or endorsing this application for SR2S funds, an authorized representative of the applying school district and/or political subdivision must sign the application. The undersigned affirms that the statements contained in the application package are true and complete to the best of the applicant's knowledge. See the "SR2S Program Application Guidelines" for detailed information on eligible participants. (For additional endorsements attach copies of this sheet.)

### B1 School Community Council Chair: (Check One) Applicant ☐

Endorsement ☐

Name *	Title *	
School Name *	School Address *	
	School City *	School Zipcode *
Date *	Phone Number *	E-Mail Address
Signature *		

### B2 School Official: (Check One) Applicant ☐

Endorsement ☐

Name *	Title *	
School Name *	School Address *	
	School City *	School Zipcode *
Date *	Phone Number *	E-Mail Address
Signature *		

### B3 School District Official: (Check One) Applicant ☐ (With approval authority over SNAP plans.)

Endorsement ☐

Name *	Title *	
District Name *	District Address *	
	District City *	District Zipcode *
Date *	Phone Number *	E-Mail Address
Signature *		

### B4 Political Subdivision Official: (Check One) Applicant ☐

Endorsement ☐

Name *	Title *	
Entity Name *	Entity Address *	
	Entity City *	Entity Zipcode *
Date *	Phone Number *	E-Mail Address
Signature *		

### B5 UDOT Region Traffic Engineer: (applicable for infrastructure projects involving a state facility)

Endorsement ☐

Name *	Title *
State Facility Involved*	
Date *	
Signature *	

(Proposed project is consistent with Region goals in the area.)

**NOTE:** The following sections of this application request specific project related information. Sections C, D, and E contain questions that should be answered, typewritten, on no more than a total of two separate pieces of paper. If needed, pictures, maps, exhibits, diagrams, survey summaries, etc. may be attached to the application. Sections F and G must be completed for each school impacted by the project. Section H must be submitted for the entire project on one page. **Please provide supplemental materials in 8 by 11 inch format.** If a section does not apply to the proposed SR2S project, or if data are not available, write "NA" beneath the section number.

## **SECTION C: Detailed Description and Construction Costs**

### **C1 Project Description \***

Provide further details of the planned infrastructure improvements and/or non- infrastructure programs or activities. Attach any diagrams, maps and/or correspondence that provides a clear description of the proposed project or activity.

### **C2 Non-Infrastructure Project Detailed Description and Cost (if applicable)**

Provide a detailed description of project materials, timeline and intended audience.

### **C3 Infrastructure Project Description and Cost (if applicable)**

Provide a detailed description of project work items and construction costs. UDOT is encouraging applicants to be conservatively high on construction cost estimates.

**Note that all infrastructure improvements must comply with the requirements of the Americans with Disabilities Act (ADA).**

## **SECTION D: Additional Support and Coordination**

### **D1 Additional Support for the Proposed Project by the Community and Interested Parties**

Provide information on the consultation and support for the project. Identify organizations that pledged their support of the project and the roles they will play in project implementation. Possible project partners may include school officials, local traffic engineers, municipal officials, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, and other not-for-profit community groups.

### **D2 Coordination with a Comprehensive Traffic Safety Plan**

List or describe any additional related policies, practices, or documents that demonstrate an overall plan for traffic safety improvements that specifically target the school(s) or school district.

### **D3 Coordination with Other Activities**

Describe how other funding sources or activities/programs will extend the benefits of the proposed project. Has other funding been requested or secured from other agencies or grant providers (e.g. public health, public safety, etc.) for related traffic improvements including, but not limited to, education, enforcement and infrastructure engineering?

YES ☐ NO ☐

If so, identify status, source, amount of funds and contact information.

## **SECTION E: Identification and Demonstration of Needs**

**E1** Describe the essential problem. Include background information about the risks K-8th grade school children are exposed to because of unsafe routes to the school(s) in the proposed project area. How have unsafe routes been identified as a local problem by organizations and officials? \*

Given that unsafe routes may exist in multiple locations, for infrastructure projects, explain why the selected routes/sites have been prioritized for improvements. You may choose to provide photographs as attachments to illustrate the problem or hazard (applicable to infrastructure projects.)

**E2** If project is for Infrastructure improvements, which most closely reflect the primary need(s) your project is targeting: \*

- |   |   |
|---|---|
| <input type="checkbox"/> Increasing connectivity.                       | <input type="checkbox"/> Improving visibility of motorists and children<br>(by restricting obstacles, improving sight lines, etc.). |
| <input type="checkbox"/> Separating children from motor vehicles.       | <input type="checkbox"/> Promoting safe driving by motorists.   |
| <input type="checkbox"/> Improving children's ability to cross streets. | <input type="checkbox"/> Other (please describe):   |
| <input type="checkbox"/> Improving pedestrian pathways.                 |   |
| <input type="checkbox"/> Improving bicycle pathways.                    |   |





## SECTION H: Anticipated Results Derived from Project

H1 If the following questions do not apply to your proposed project or program, check the box marked N/A.

	YES	NO	N/A
a. Will the improvements create shorter or more direct <u>walking</u> routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Will the improvements create safer walking routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Will the improvements create more appealing walking routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Will the improvements create shorter or more direct <u>bicycling</u> routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Will the improvements create safer bicycling routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Will the improvements create more appealing biking routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Will the improvements improve connectivity of these routes? (If Yes, how)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

h. Would the improvement or activity make children more comfortable with <u>walking</u> to school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Would the improvement or activity make children more comfortable with <u>bicycling</u> to school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Do you believe the project or activity will reduce motor vehicle <u>speeds</u> in the vicinity of the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Do you believe the project or activity will reduce motor vehicle <u>congestion</u> in the vicinity of the school? (If Yes, how)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

l. Does your community have a pedestrian plan or bicycle plan? (Cite the plan title and attach a copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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m. Will the improvements create more <u>safety</u> for the community at large?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Will the improvements create more <u>security</u> for the community at large?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Will the activities or improvements enable or encourage <u>walking</u> along the route(s) for other than school trips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Will the projects or activities encourage more <u>bicycling</u> along the route(s) for other than school trips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H2 Describe the mechanism and timing to analyze the proposed improvements' effect on children's behavior.

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END. Thank you for your interest in the Utah Safe Routes to School Program. Please send completed applications to Cherissa Wood, Division of Traffic and Safety, Utah Department of Transportation, 4501 South 2700 West, Mail Stop 141200, Salt Lake City, UT 84114-1200, or [cwood@utah.gov](mailto:cwood@utah.gov) or phone (801) 965-4486. This application will be evaluated and the results of the grant selection process will be determined no later than March 31<sup>st</sup> of the year submitted.